



## United States Department of the Interior

### BUREAU OF LAND MANAGEMENT

New Mexico State Office

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To: All NMSO Employees

From: State Director

Subject: Emergency Situation Procedures (Inclement Weather)

The following procedures apply to the New Mexico State Office during inclement weather and/or other emergency situations. Employees are encouraged to keep a copy of this memorandum for reference during emergency conditions.

In conjunction with both the Forest Service and National Park Service, we will follow the lead of the State of New Mexico. Therefore, in terms of office closure, delayed opening, or early release because of poor weather conditions, we will do exactly what the State of New Mexico is doing for their Santa Fe employees. So when you hear on the radio or see on TV some schedule change for State Employees in Santa Fe due to bad weather, it applies to you also. In cases where information on what State employees are doing is not available, such as a snow storm during the workday, the Deputy State Director, Support Services, will recommend office closure to the State Director or Associate for decision.

#### Individual Preparation and Responsibility

In the absence of any notification to the contrary, in deciding whether to report for work, employees are expected to use their best judgment as to the risks and hazards involved. However, those who do not report for work when the office is open will be charged to the appropriate leave category.

Employees are encouraged to plan ahead for their other obligations and inform their supervisors/Team Leaders of potential problems. For example, if school or senior citizen center closures will necessitate your absence on snow days, inform your Team Leader now, as well as calling in at the beginning of the workday. Informed planning, on an individual and

organizational basis, is the best way to mitigate the impacts of any emergency situation that may occur.

Questions concerning this policy should be directed to Jan Gamby, Division of Support Services. For questions concerning leave policy, please contact your timekeeper or the Human Resources Management staff.

Authenticated by:  
Tamara Yingling

Signed by:  
Timothy R. Spisak  
Acting

1 Attachment:  
1 – Alternate Work Schedule  
Leave Policy Impacts (1 p)

Distribution  
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## **ALTERNATE WORK SCHEDULE LEAVE POLICY IMPACTS**

Employees on alternate work schedules will be affected in the following ways in situations of office closure caused by emergency conditions: When offices are closed prior to the start of the workday, the maximum number of hours an employee on a flexible work schedule can record as administrative leave is 8. Fewer than 8 hours work will be recorded by such employees when the employee needs less than 8 to reach 80 hours for the pay period.

Employees on compressed work schedules (5/4/9 or 4 10's) record the number of hours they were scheduled to work that day as administrative leave. If the scheduled lieu day occurs when administrative leave is granted, the employee will not be given administrative leave.

When offices are closed during the workday, employees on flexible work schedules record the difference in the number of hours worked from 8 hours as administrative leave (however, they would record less hours if they need the smaller number to reach 80 hours for the pay period). Employees on compressed work schedules record the difference in the number of hours worked and number of hours they were scheduled to work that day as administrative leave.